

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

ON-SITE REVIEW

(Must be completed by February 1 for each site.)

Name of School Food Authority (SFA):					
Name of School Reviewed:					Date:
Name and Title of Reviewer(s):			Name and Title of Individual(s) Interviewed:		
Times of lunch service periods.	Start of first lunch	End of last lunch	Time of Arrival: <input style="width: 150px;" type="text"/>		
# of lunch service periods	<input style="width: 100px;" type="text"/>		Time of Departure: <input style="width: 150px;" type="text"/>		
# of point of service lunch count locations	<input style="width: 150px;" type="text"/>		Total number of lunches observed: <input style="width: 80px;" type="text"/>		
<p>To be effective the reviewers should:</p> <ul style="list-style-type: none"> observe all lunch service periods observe every point of service lunch count location observe the consolidation of lunch counts at the end of the day. 					

OBSERVATION

YES NO

1.	<p><u>STANDARD:</u></p> <p><i>Each lunch must be counted at the point of service. Point of service is defined as that point in the serving line where it can accurately be determined that a reimbursable lunch has been served to a child. Acceptable methods of accountability are: coded tickets, coded rosters or computerized point of sale (POS) systems.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Circle Method of Accountability Used: Coded Ticket/Token Coded Roster Computerized POS </div> <p>Q: Are lunch counts for every service line taken at the point of service?</p> <p>Comments: _____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p><u>STANDARD:</u> <i>Lunch counts must reflect the actual number of lunches served at the point of service by category.</i></p> <p><i>One reimbursable lunch per child per day may be counted. A second lunch served to the child <u>cannot</u> be claimed for reimbursement. Income received from the sale of second lunches must be recorded as a la carte income.</i></p> <p>Q: Are adequate procedures in place to prevent the claiming of more than one reimbursable lunch per day?</p> <p>COMMENTS: _____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO
<p><i>Prepaid and charged lunches must be claimed for reimbursement by category on the day served, <u>not when payment is received.</u></i></p> <p>Q: Are the number of prepaid and charged lunches served recorded correctly?</p> <p>COMMENTS: _____</p>		<input type="checkbox"/>	<input type="checkbox"/>
3.	<p><u>STANDARD:</u> <i>Lunches offered to students, must meet the menu planning option standard.</i></p> <p><u>MENU PLANNING OPTION STANDARDS</u></p> <p><u>Enhanced Food Based Meal Pattern or Traditional (4 components; 5 menu items)</u></p> <p><u>Minimum Requirements</u></p> <ul style="list-style-type: none"> • <i>Meat/Meat Alternate (1)</i> • <i>Fruits and/or Vegetables (2, 3)</i> • <i>Grains and Breads (4)</i> • <i>Milk (5)</i> <p>- or -</p> <p><u>NuMenus (3 menu items)</u></p> <p><u>Minimum Requirements</u></p> <ul style="list-style-type: none"> • <i>Entrée (1)</i> • <i>Side Dish (2)</i> • <i>Milk (3)</i> <p>Q: What menu planning option is followed?</p> <p><input type="checkbox"/> Enhanced Food Based <input type="checkbox"/> Traditional <input type="checkbox"/> NuMenus</p> <p>If NuMenus, list the date of the most recent nutrient analysis _____, and attach a copy.</p> <p>Q: Did all lunches offered on the day of the review contain the required number of components for the menu option selected by the school?</p> <p>If no, describe the problem: _____</p> <p>_____</p> <p>If no, number of incomplete lunches offered: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p><u>STANDARD:</u> <i>Students must select a complete lunch for reimbursement to be claimed.</i></p> <p><i>If "offer-versus-serve" has not been implemented, students must be served <u>all</u> components of the meal.</i></p> <p><i>If "offer-versus-serve" has been implemented:</i></p> <p><u>Enhanced Food Based or Traditional Menu Planning Options</u></p> <ul style="list-style-type: none"> • <i>All five menu items must be offered. (Note: a menu item may have more than one component; ie. a sandwich has 2 components: grains/bread and meat/meat alternate)</i> • <i>Students can select any three, four or five components</i> • <i>Students have the option of which item(s) to decline.</i> 		
		YES	NO

NuMenus option

- Minimum of 3 items must be offered.
- If 3 items offered, must select at least two items.
- One item selected must be an entrée.

⇒ If more than three items are offered, students may decline no more than two. For example, if six menu items are offered, students can only refuse two: They must select the entrée and three other menu items.

Q: Is the "Offer-Versus-Serve" provision implemented in this school?

Circle one: **YES** **NO**

Q: Using the standards listed above for the menu planning option used by the school, did all lunches claimed for reimbursement contain the required number of menu items?

☐
☐

If no, explain why: _____

If no, identify the number of incomplete lunches observed:

5. STANDARD:

The collection of money and method of accountability must prevent overt identification of needy students. Prepaid lunches must be advertised and discreet codes must be used.

Q: Describe or list eligibility code(s): pre-paid paid _____ free _____
Pre-paid reduced _____ reduced - cash _____

Q: Do procedures prevent overt identification?

☐
☐

Q: Are pre-paid lunches advertised?

☐
☐

Comments: _____

DATA COLLECTION

6. STANDARD:

Each child receiving a free lunch must have an approved application on file or documentation of direct certification eligibility. Each child receiving a reduced price lunch must have an approved reduced price application on file. The master eligibility list and/or the point of sale database must be current.

Q: Number of eligible students on day of review as listed on Master Eligibility List:

Free Reduced Price

(Please Note: Do not include the number of students approved for free milk only)

YES

NO

The number of free or reduced lunches served cannot exceed the number of students eligible for free or reduced meals. If more lunches were served than can be justified, corrective action must be taken immediately.

Total number of reimbursable lunches claimed for the school on day of review:

_____ + _____ + _____ = _____
Free Reduced Price Paid Total

Q: For the day of the review, were the number of **free lunches** served equal to or less than the number of approved **free eligible students** on file? (refer to 6a)

☐
☐

Q: For the day of the review, were the number of **reduced price lunches** equal to or less than the number of approved **reduced price eligible** students on file? (refer to 6a)

☐
☐

Comments: _____

COMPLIANCE DETERMINATION

Any "No" answers to questions 1 through 6 will require a corrective action plan. Use the **Corrective Action Plan Form** (#141) to identify the problem and corrective action to be taken.

Q: Based on this review, are program operations in compliance with accountability requirements?

Circle one:

YES

NO

IF NO, A FOLLOW-UP REVIEW MUST BE CONDUCTED WITHIN 45 CALENDAR DAYS.

Anticipated Date of Follow-up Review: _____

Name of Reviewer

Title of Reviewer

Date

Signature of Reviewer